

Guidelines for Reviews in *Dictionaries* (revised 5/4/2018)

Reviews are by invitation only. Unsolicited reviews will not be accepted. Publishers of books or relevant reference works to be considered for review in *Dictionaries* should contact the Reviews Editor Traci Nagle, at tcnagle@indiana.edu. Authors wishing to have their books considered for review in *Dictionaries* should alert their publisher, not the Reviews Editor.

1 CONTENT GUIDELINES

Reviews are an important part of the journal's content and appear for the benefit of DSNA's membership and for the larger academic community. We review books and reference works appearing in print or online that bear on the lexicographic interests of our readership. We strive to publish thoughtful reviews that bring elements of the expertise or viewpoint of the reviewer in an analysis and assessment of the book and its topic. The aim of our reviews is threefold:

- 1) rooted in the reviewer's knowledge of the field represented, to place the work in the context of others of its kind and provide meaningful scholarly commentary;
- 2) to draw attention to the work's strengths and weaknesses; and
- 3) to provide sufficient description, synopsis, or summary to aid a reader in deciding whether to consult or purchase the work.

Readers appreciate balanced, respectful, and informative reviews. Humor is certainly welcome.

Length. There are no minimum or maximum lengths for reviews; most run 1,500–1,800 words, but some works may warrant a longer review. The following points may prove helpful in determining when enough is enough:

- 1) The primary subject of the review is the work in question.
- 2) While it is safe to assume a good deal of knowledge on the part of our readers about English-language reference works and dictionaries in general, reviews should also be accessible to the well-educated reader.
- 4) Minute detail is not necessary, except, e.g., when drawing a comparison between the treatment of a particular subject in the work under review with its treatment in a competing work, or when pointing out an error or insight that particularly illuminates the problems with or value of the work under review.
- 5) We ask you to determine what previewed material of the work (table of contents, chapter summaries, etc.) is readily available online—on the publisher's website or through online retailers—and to avoid restating information that is easily accessed in this way. It may be helpful to add a footnote with a link to a table of contents for the work on the publisher's website, with a short comment about how extensive the information about the contents is.

Perceived conflicts of interest. If you have a relationship to the author, subject matter, or publisher of your review work that would suggest to a reasonable person that your point of view might be unusually biased or particular, please indicate this in your review in a "full disclosure" statement.

2 REQUIREMENTS FOR SUBMISSION

Formatting. Please submit your review in Microsoft Word format (.docx is preferred), double-spaced, in 12 pt. Times New Roman, with text left justified. All parts of the text in the manuscript should be double-spaced, including footnotes, extracted quotations, and tables. If you do not know how to place tables or illustrations in the body of your article in Word, then you may append them to the end of your document, with clear callouts (e.g., “PLACE TABLE 2 NEAR HERE”) in the body of your review.

Information about the work under review. At the top of your review, name the publication following the format below. Pricing and ISBN information is available on the publisher’s website.

Full Title of the Work with Title Capitalization by FirstName LastName. City: Publisher, year. Pp. Roman lowercase for number of pages in front matter + Arabic for number of pages in body of work. Price. ISBN: xxx-x-xx-xxxxxx-x.

Examples:

Garner’s Modern English Usage, 4th ed., by Bryan A. Garner. Oxford: Oxford University Press, 2016. Pp. lvi + 1,056. \$50.00. ISBN: 978-0-19-049148-2.

The Word Detective: Searching for the Meaning of It All at the Oxford English Dictionary—A Memoir by John Simpson. New York: Basic Books, 2016. Pp. xvi + 364. \$27.99. ISBN: 978-465-06069-6.

For any other particulars of citation of publications that are not strictly regular trade or academic publications, please follow MLA style.

Reviewer identification. At the end of your review, add your name, right-justified, in italics, on its own line, and on the line below give your contact e-mail address in roman type:

Jane Doe
jdoe423@gmail.com

Punctuation and spelling. *Dictionaries* follows the spelling and usage conventions of American English. Please use American spelling and punctuation.

Questions often come up about punctuation involving quotation marks. Our style is:

- Double quotation marks, with periods and commas inside the closing double quotation marks. The exception is for glosses, which follow the convention of single quotation marks with punctuation outside the quotation marks.

Dashes are styled as em dashes with no spaces on either side; ellipses should be periods with spaces between them and not the auto-character created by Word, e.g.:

There is undoubtedly much of value—both scholarly and entertainment value—in this volume . . .

Abbreviations and initialisms. Full titles of works are in italics, as are their initialisms:

The Dictionary of American Regional English (DARE)

When you use an initialism, please introduce it with the full name of the title or organization being referred to at first mention, then use the initialism thereafter, as in this example:

The EcoLexicon corpus (EEC) is a 23.1-million-word corpus of contemporary environmental texts. The LexiCon research group compiled the EEC for the development of EcoLexicon.

If you refer to a dictionary that has been published in different editions, please specify the edition to which you refer in a clear and consistent way, as with *OED1*, *OED2*, *OED Online*, and *OED3*.

Special characters (including IPA). If special characters are required that are not part of the standard Word symbol set, please give the ASCII or Unicode for the symbol(s).

Further style guidelines can be found in the *Dictionaries* Style Sheet on the journal's web page at http://dictionaryofsociety.com/?page_id=8

Biographical information. Please submit your review with a cover page including the following information:

Name (including any honorific, e.g., Jane Doe, PhD)

Title (e.g. Professor of XXX)

Institutional affiliation

E-mail address

Snail mail address

Please also submit your professional biography using a maximum of 150 words. Two recent examples showing the type of information that may be included are below.

Allan Metcalf (Ph.D., English, University of California, Berkeley) is professor of English at MacMurray College, executive secretary of the American Dialect Society, and author of seven books on American English. The latest is *From Skedaddle to Selfie: Words of the Generations*, published in 2015 by Oxford University Press.

Enid Pearsons is a fellow of the Dictionary Society of North America and a former senior editor in the Random House Reference Department. Beginning with the first edition of the *Random House Unabridged Dictionary*, she supervised pronunciation for the Random House line of dictionaries, for which she also wrote the style manual for definition editors, edited entries, wrote definitions in specific subjects, wrote front matter, and spearheaded the use of computers and production of the first Random House dictionary on CD-ROM. In addition, she edited special-purpose dictionaries in such fields as computers, law, and American Sign Language. Since her retirement she has continued to consult with other dictionary companies on specific projects and to help with the ongoing work at *dictionary.com*.

3 PUBLICATION AGREEMENT

For the journal to be compliant with the legal requirements of Project Muse, the online subscription-based journal repository of which *Dictionaries* is a part, all contributors must sign a publication agreement. A sample of this agreement is appended to this set of guidelines; a personalized version will be sent to you for signature. You may print, sign, and scan the agreement, and email it to the Reviews Editor (tcnagle@indiana.edu), or you may mail the signed agreement, keeping a copy for your records, to the Reviews Editor:

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The editors are happy to answer any questions you may have about the agreement.

SAMPLE PUBLICATION AGREEMENT

Publication Agreement for *Dictionaries: Journal of the Dictionary Society of North America*

To: [insert name] (Reviewer)

From: Traci Nagle (Reviews Editor), acting for the Dictionary Society of North America (Publisher)

We are pleased to have accepted for publication in *Dictionaries: Journal of the Dictionary Society of North America* your review of [insert title].

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The Reviewer will be given an opportunity and a reasonable amount of time to read and correct either the edited manuscript or proofs, depending on the journal's customary procedure; but if these are not returned to the Editor or the Publisher by the date specified, then production and publication may proceed without the Reviewer's corrections. For diagrams and illustrations used in the article, the Reviewer agrees to furnish digital files satisfactory to the Publisher. The Reviewer further agrees to reimburse the Publisher for the cost of any alterations the Publisher must make on such digital files. In addition, the Reviewer agrees to be responsible for composition charges incurred when his or her changes made to typeset proof affect, as an average, more than three lines per page.

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Reviewer's mailing address where the Publisher may direct copyright queries:

Please complete, sign, and return this form, or email a scan of the signed form, to the Reviews Editor and retain a copy for your own files:

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